

# Wide Area Workflow Receipt and Acceptance

## Vendor Document Creation Guide

# Access the WAWF-RA Website

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

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Wide Area Workflow

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DISA WESTHEM  
Area Command Ogden  
Customer Service Center  
CONUS ONLY 1-866-618-5988  
COMMERCIAL: 801-605-7095  
DSN: 388-7095  
FAX COMMERCIAL: 801-605-7  
FAX DSN: 388-7453  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

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**Wide Area WorkFlow**

Version 3.0.2

**System messages:**  
If you are still experiencing log on problems to the WAWF application, please assist us in analyzing these events as follows: We request you to stop exactly where you have encountered the problem and promptly report your problem to the Ogden Help Desk. Ogden will provide step by step instructions for data capture.

WAWF v3.0.2 is experiencing difficulties with users logging on with their Common Access Card (CAC) and PKI certificate. We're working to resolve the problem. In the interim, current CAC/PKI certificate users will be issued USERID/Password to access the application. If you previously used a CAC/PKI in WAWF and haven't received an email with your one-time password, please contact your Group Administrator (GAM) or the WAWF Ogden Customer Support Center. We apologize for any inconvenience this may cause and thank you for your patience.

[Logon to WAWF-RA \(Registered user only\)](#)  
[Self Register](#) to use WAWF-RA (New users)\*  
[Help](#) with registration for access to WAWF-RA

\*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."

Internet

# Logon to WAWF-RA

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Version 3.0.2

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Internet


# Enter User ID and Password

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Wide Area Workflow

Enter User ID

## WAWF - Logon

User Id

Password

Select Certificate

If you have forgotten your WAWF password, please contact your group administrator or Customer Support.

Done Internet

**Note: User ID  
And Password  
Are case sensitive**


# Open the Vendor Menu

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Wide Area Workflow

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[Display Pay DoDAACs Table](#)

[Find DCAA DoDAAC in Audit Office Locator](#)

Done

Internet

Start Wide Are... Mike Olso... WAWF Microsoft ... 4:09 PM

Click the (+) to start by selecting one of the links from the left menu.

## WARNING!

- Please **DO NOT** use the browser **BACK BUTTON** within the WAWF application.
- The use of the browser's **BACK BUTTON** is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the **RETURN** or **BACK** buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.



# Tips when working in WAWF-RA

- Required fields are indicated with an asterisk (\*).
- Entering an asterisk (\*) in any date field will populate the field with the current date.

# Enter Contract Information

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**Create New Document**

\* = Required Fields

Contract Number *	Delivery Order	Cage Code/Ext. *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the Order Number from Block No. 4 of the SF1449 (If Applicable)

Enter the Contract Number from Block No. 2 of the SF1449

Select Vendor's CAGE Code

Click **Continue**


# Enter Pay DoDAAC

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## Create New Document


\* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext	Pay DoDAAC *
M0026304P0001		0CD27	M67443

**Note:** WAWF will attempt to locate the Contract in EDA. If WAWF cannot, the user will receive a message. Click **OK**.

**Enter Paying Office DoDAAC from Block 18 a of the SF1449 if it does not populate by default**

**Microsoft Internet Explorer**

 The contract data is not available in DoD EDA. Please enter contract information.

Click the Return button to enter a different Contract Number or continue creating the document.


# Select a Document to Create

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## Create New Document

\* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
M0026304P0001		0CD27	M67443

Select Document to Create: \*

- ☐ Invoice
- ☐ Invoice as 2-in-1 (Services Only)
- ☐ Construction Payment Invoice
- ☐ Receiving Report
- ☐ Invoice and Receiving Report (Combo)
- ☐ Public Voucher

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Click the radio button next to the applicable document type.

# Document Types


- The most common Document Types are:
  - Invoice – Vendor created. Does not include a Receiving Report.
  - Combo – Vendor created. Consists of a separate Invoice and Receiving Report. Invoice is routed to Paying Office, Receiving Report is routed to Accepting Activity.
  - Receiving Report – Vendor or Acceptor created. Does not include an Invoice.
  - Invoice 2 in 1 – Vendor created. Normally for Services. Invoice is routed to the Accepting Activity. Once accepted is routed to the Paying Office.

# If creating a Receiving Report or Invoice and Receiving Report Combo, you must Identify Inspection/Acceptance Locations

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## Create New Document

\* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
M0026304P0001		0CD27	M67443

Select Document to Create: \*

☐ Invoice

☐ Invoice as 2-in-1 (Services Only)

☐ Construction Payment Invoice

☐ Receiving Report

☒ Invoice and Receiving Report (Combo) Inspection:  Acceptance:

☐ Public Voucher

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Defaults to Origin Must be changed to Destination.

Click

# Enter Additional Contract Information

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Wide Area Workflow

The ShipTo Code to be placed on the document. This Dodaac corresponds to the Government Acceptor

### Create New Document

\* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC	If not populated by default		
M0026304P0001		0CD27	M67443			
Issue Date	IssueBy DoDAAC	Admin DoDAAC	Inspector DoDAAC / Ext.	Mark For Code / Ext.		
2003/10/01	M00264	M00264				
Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.				
M00264						

Document Selected:

Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance

Click

Continue Return Reset Page Help

# Location of Additional Contract Information on the SF1449

- Issue Date – Award/Effective Date (Block 3).
- Issued By DoDAAC – Issued By (Block 9). Admin DoDAAC – Administered By (Block 16).
- Ship To Code – Deliver To (Block 15), or in the Delivery Schedule within the contract.

# Enter Shipment and Invoice Information

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Header Addresses Discounts Mark For Comments Line Item Misc. Amounts

### Data Capture - Invoice and Receiving Report (Combo)

\* = Required Fields, Date = YYYY/MM/DD

Contract Number Delivery Order Issue Date Inspection Point Acceptance Point

M0026304P0001 2003/10/01 D D ☒ Supplies ☐ Services

Shipment No. \* Shipment Date \* Estim. Final Shipment? Invoice No. \* Invoice Date \* Final Invoice?

MCRD001 2003/12/08 ☐ N ☐ MCRD001 2003/12/08 ☐ N

Government B/L Number TCN Gross Weight FOB

First Line Haul Mode

Document Total: \$0.00

Create Document Return Page Help


# Final Shipment and F.O.B.?

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**Data Capture - Invoice** (Combobox)

\* = Required Fields, Date = YYYYMMDD

Contract Number: M0026304P0001 Delivery Order: 2003/10/01 Issue Date: D Inspection: D Acceptance Point: D Supplies Services

Shipment No. \* Shipment Date \* Estim. Final Shipment? Invoice No. \* Invoice Date \* Final Invoice?

MCRD001 2003/12/08 [ ] N MCRD001 2003/12/08 [ ] N

Government B/L Number TCN Gross Weight FOB

[ ] [ ] [ ] D

First Line Haul Mode [ ] Document Total: \$0.00

Create Document Return Page Help

Done Internet

Is this the final shipment for this contract?

Is this the final invoice for this contract?

FOB Point from "Delivery Information"

# Create Line Items

All WAWF Documents must  
contain a minimum of one  
Line Item


# Access the Line Item Tab

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Transportation Control Number

Header Addresses Discounts Mark For Comments **Line Item** Misc. Amounts

**Data Capture - Invoice and Receiving Report (Combo)**

\* = Required Fields, Date = YYYY/MM/DD

Contract Number Delivery Order Issue Date Inspection Point Acceptance Point  
M0026304P0001 2003/10/01 D D ☒ Supplies ☐ Services

Shipment No. \* Shipment Date \* Estim. Final Shipment? Invoice No. \* Invoice Date \* Final Invoice?  
MCRD001 2003/12/08 [ ] N MCRD001 2003/12/08 [ ]

Government B/L Number TCN Gross Weight FOB  
[ ] [ ] [ ] D

First Line Haul Mode Document Total:  
[ ] \$0.00

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# Add Line Items

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Header Addresses Discounts Mark For Comments Line Item Misc. Amounts

Line Item Details:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
----------	----------------	------	--------------	------	------------	--------	---------

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**Click Add CLIN/SLI**

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Done Internet


# Enter CLIN Information

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Enter Description

**Add CLIN/SLIN**

\* = Required Fields


**From Contract**

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
0001	MCRD001	VP - Vendor's (Seller's) Part Number	100	EA	\$ 250

SDN	ACRN	GFE?	Advice Code	Amount
		N		\$ 25,000.00

Description \*

Widgets

Milstrip No.	Milstrip Qty.	Actions
		

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# Save CLIN/SLIN

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## Add CLIN/SLIN


\* = Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
0001	MCRD001	VP - Vendor's (Seller's) Part Number	100	EA	\$ 250

SDN	ACRN	GFE?	Advice Code	Amount
		N		\$ 25,000.00

Description \*

Widgets

Milstrip No.	Milstrip Qty.	Actions
		

Click Save CLIN/SLIN

Save CLIN/SLIN Return Page Help

Done Internet


# Edit or add additional CLIN's/SLIN's

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**Line Item Details:**

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	MCRD001	VP	100	EA	\$ 250	\$ 25,000.00	 

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UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

**Click to Edit CLIN/SLIN**

**Click to Add a CLIN/SLIN**

Done Main Work Area Internet


# Add Comments?

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Line Item Details:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	MCRD001	VP	100	EA	\$ 250	\$ 25,000.00	 

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lick the **Header** ta

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

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# Enter Initiator's Comments

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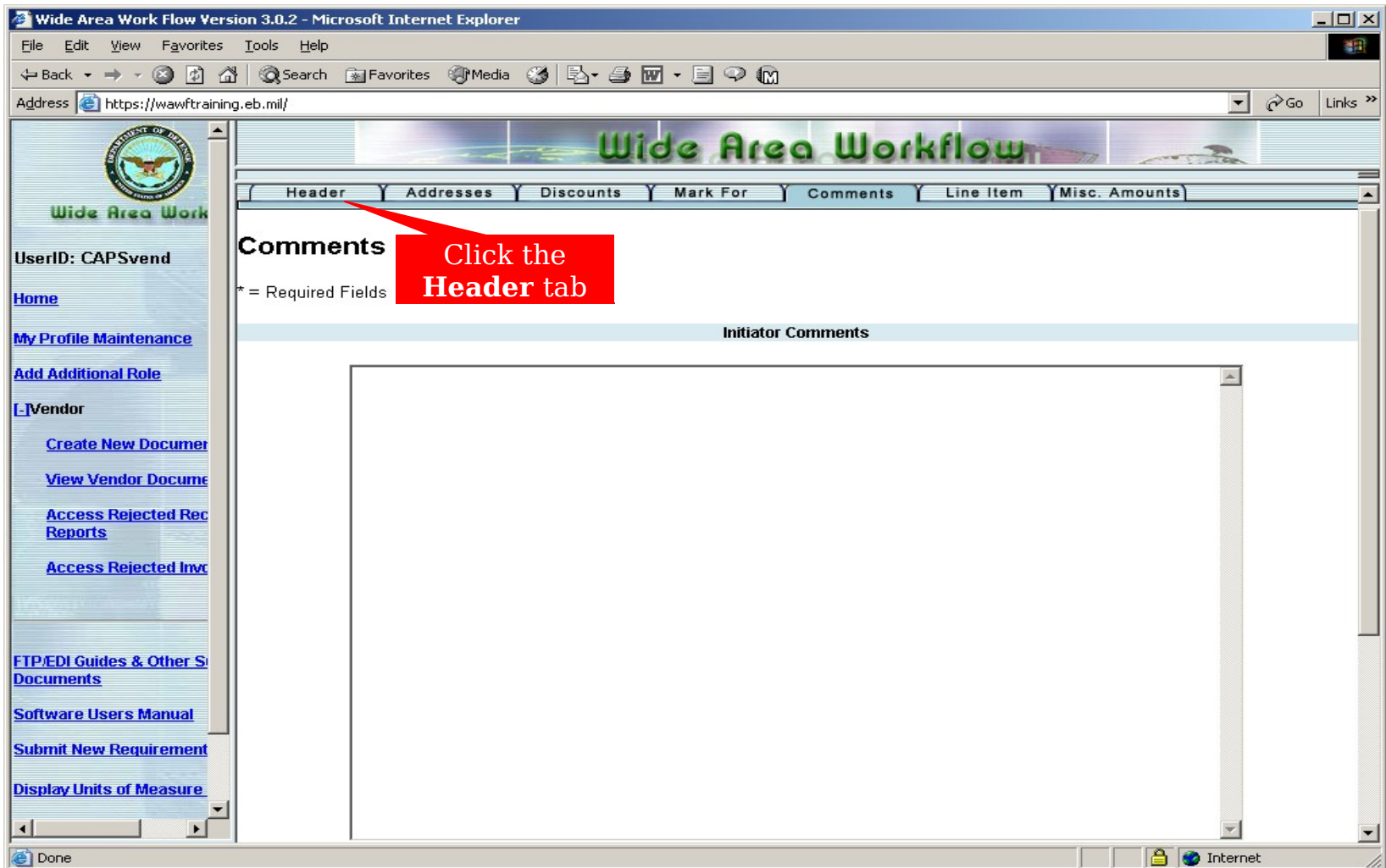
**Comments**

\* = Required Fields

**Initiator Comments**

Done Internet

# Return to the Header tab




# Create the Document

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Header Page

## Data Capture - Invoice and Receiving Report (Combo)

\* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point			
M0026304P0001		2003/10/01	D	D	<input checked="" type="radio"/> Supplies <input type="radio"/> Services		
Shipment No. *	Shipment Date *	Estim.	Final Shipment?	Invoice No. *	Invoice Date *	Final Invoice?	
MCRD001	2003/12/08		N	MCRD001	2003/12/08	N	
Government B/L Number	TCN	Gross Weight	FOB				
			D				
First Line Haul Mode					Document Total:		
						\$25,000.00	

**Click Create Document**

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# Adding Attachments

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Header Line Item Addresses **Misc. Info**

**INVOICE**

\* = Required Fields

Click the **Misc. Info** tab

Contract Number	Delivery Order	Issue Date
M0026304P0001		2003/10/01

Invoice Number	Invoice Date	Final Invoice	Invoice Received Date
MCRD001	2003/12/08	N	2003/12/08

Summary of Detail Level Information		Total
1	CLIN/SLIN(s)	\$25,000.00
0	Miscellaneous Amount(s)	\$0.00
		\$25,000.00

Shipment Number	Shipment Date	Final Shipment
MCRD001	2003/12/08	N

**Routing Information:**

<b>Prime Contractor</b>	<b>Administered By</b>
Cage Code: 0CD27 Extension:	DoDAAC: M00264
Name: FBS COMMUNICATIONS, L.P.	Name: TRAFFIC MANAGEMENT OFFICER

Done Internet


# Add an Attachment

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Header Line Item Addresses Misc. Info

## INVOICE

-CONTINUATION SHEET


Contract Number	Delivery Order	Shipment Number	Invoice Number
M0026304P0001		MCRD001	MCRD001

### Initiator Information

**Name:** Alexander Grate  
**Title:** vendor  
**Phone #:** 123-123-1233  
**DSN:**  
**Email:** harmonr@ecedi.nit.disa.mil  
**Org Email:** wawf\_undel@ecedi.nit.disa.mil

**Date of Action:** 2003/12/08  
**Action(s):**

**Comments:**  
No comment

**Attachments:** 

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.


**Click the Add Button**

# Search for and select the attachment

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://wawftraining.eb.mil/> Go Links »

 Wide Area Workflow

UserID: GovAcc30

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[\[-\] Acceptor](#)

[Create Receiving Report](#)

[Access Acceptance Folder](#)

[Access History Folder by DoDAAC](#)

[Access History Folder by User](#)

[Access Acceptance Hold Folder](#)

[Access Rejected Receiving Reports](#)

[Post Payment Review](#)

[Acceptor View Only](#)

## Form - Attachments

Pick up a file to attach

Main Work Area

Click the **Browse** search for and select a file to attach.


Done Internet

# Return to the Header tab

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://wawftraining.eb.mil/> Go Links

 Wide Area Work

UserID: CAPSvend

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[My Profile Maintenance](#)

[Add Additional Role](#)

[\[-\] Vendor](#)

[Create New Document](#)

[View Vendor Document](#)

[Access Rejected Reports](#)

[Access Rejected Invoice](#)

[FTP/EDI Guides & Other Documents](#)

[Software Users Manual](#)

[Submit New Requirement](#)

[Display Units of Measure](#)

**Wide Area Workflow**

**Header** Line Item Addresses Misc. Info

**INVOICE**

-CONTINUATION SHEET


Contract Number	Delivery Order	Shipment Number	Invoice Number
M0026304P0001		MCRD001	MCRD001

**Initiator Information**

**Name:** Alexander Grate  
**Title:** vendor  
**Phone #:** 123-123-1233  
**DSN:**  
**Email:** harmonr@ecedi.nit.disa.mil  
**Org Email:** wawf\_undel@ecedi.nit.disa.mil

**Date of Action:** 2003/12/08  
**Action(s):**

**Comments:**  
No comment

**Attachments:** 

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Done Internet

# Submit the Document(s)

(If creating a **Combo**, the user must submit both the Invoice and Receiving Report)

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

Address: https://wawftraining.eb.mil/

**Wide Area Workflow**

UserID: CAPSvend

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Vendor](#)

[Create New Document](#)

[View Vendor Documents](#)

[Access Rejected Receiving Reports](#)

[Access Rejected Invoices](#)

[FTP/EDI Guides & Other Support Documents](#)

[Software Users Manual](#)

[Submit New Requirements](#)

[Display Units of Measure Table](#)

1	CLIN/SLIN(s)	\$25,000.00
0	Miscellaneous Amount(s)	\$0.00
		\$25,000.00

Shipment Number	Shipment Date	Final Shipment
MCRD001	2003/12/08	N

**Routing Information:**

<b>Prime Contractor</b>	<b>Administered By</b>
Cage Code: 0CD27 Extension:	DoDAAC: M00264
Name: FBS COMMUNICATIONS, L.P.	Name: TRAFFIC MANAGEMENT OFFICER
<b>Ship To</b>	<b>Payment Official</b>
Code: M00264 Extension:	DoDAAC: M67443
Name: TRAFFIC MANAGEMENT OFFICER	Name: DEFENSE FIN ACCT SERV-KC CNTR
<b>Issue By</b>	
DoDAAC: M00264	
Name: TRAFFIC MANAGEMENT OFFICER	

**Submit**

Submit Return Page Help


# Receive Confirmation

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W M

Address <https://wawftraining.eb.mil/> Go Links »

 Wide Area Workflow

UserID: CAPSvend

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Vendor](#)

[Create New Document](#)

[View Vendor Documents](#)

[Access Rejected Receiving Reports](#)

[Access Rejected Invoices](#)

[FTP/EDI Guides & Other Support Documents](#)

[Software Users Manual](#)

[Submit New Requirements](#)

[Display Units of Measure Table](#)

The Invoice and Destination Inspection and Acceptance Receiving Report has been submitted successfully.  
The Invoice has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
M0026304P0001		MCRD001	MCRD001

Email sent to Acceptor: wawf\_undel@ecedi.nit.disa.mil  
Email sent to Vendor: wawf\_undel@ecedi.nit.disa.mil  
Email sent to Vendor: wawf\_undel@ecedi.nit.disa.mil  
Email sent to Pay Clerk: wawf\_undel@ecedi.nit.disa.mil

[Send More Email Notifications](#)

[Return](#) [Page Help](#)

Done Internet

Identifies Email Notifications

Click to send additional Email Notifications

# Checking Document Status

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://wawftraining.eb.mil/> Go Links

Wide Area Workflow

UserID: CAPSvend

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[My Profile Maintenance](#)

[Add Additional Role](#)

[Vendor](#)

[Create New Document](#)

[View Vendor Documents](#)

[Access Rejected Receiving Reports](#)

[Access Rejected Invoices](#)

[FTP/EDI Guides & Other Support Documents](#)

[Software Users Manual](#)

[Submit New Requirements](#)

[Display Units of Measure Table](#)

Submit

Please start by selecting one of the links from the left menu.

**WARNING!**

- Please **DO NOT** use the browser **BACK BUTTON** within the WAWF application.
- The use of the browser's **BACK BUTTON** is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the **RETURN** or **BACK** buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

Done Internet


# Enter Search Criteria

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address: https://wawftraining.eb.mil/ Go Links

 Wide Area Workflow

UserID: CAPSvend

[Home](#)

[My Profile Maintenance](#)

[Add Additional Role](#)

[Vendor](#)

[Create New Document](#)

[View Vendor Documents](#)

[Access Rejected Receiving Reports](#)

[Access Rejected Invoices](#)

[FTP/EDI Guides & Other Support Documents](#)





[Software Users Manual](#)

[Submit New Requirements](#)

[Display Units of Measure Table](#)

### Search Criteria

\* = Required Fields

Contract Number	Delivery Order	
<input type="text"/>	<input type="text"/>	
DoDAAC/CAGE *	Vendor CAGE	Vendor CAGE Extension
<input type="text" value="0CD27"/>	<input type="text"/>	<input type="text"/>
Shipment No.	Invoice Number	
<input type="text"/>	<input type="text"/>	
Type Document	Status	
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>	
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)	
<input type="text"/> 	<input type="text"/> 	
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	
<input type="text"/> 	<input type="text"/> 	

Done Internet

At a minimum, select your CAGE Code from the drop down

# Review Search Results

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

Address: <https://wawftraining.eb.mil/>

Wide Area Workflow

Enter Invoice Received Date End

**Vendor History By DoDAAC Folder for CAGE CODE '0CD27' (13 items, sorted by Contract Number)**

Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	Vouch
1	Invoice 2in1	0CD27	<a href="#">M0026304D0011</a>	0001	<a href="#">1103</a>	2003-12-09	Processed			<a href="#">1103</a>	2003-12-09	Processed			\$12,655.00	<a href="#">V</a>
2	Combo	0CD27	<a href="#">M0026304P0001</a>		<a href="#">MCRD001</a>	2003-12-10	Processed			<a href="#">MCRD001</a>	2003-12-08	Processed			\$25,000.00	<a href="#">V</a>
3	Combo	0CD27	<a href="#">M0026304P0002</a>		<a href="#">MCRD002</a>		Rejected		<a href="#">V</a>	<a href="#">MCRD002</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
4	Combo	0CD27	<a href="#">M0026304P0003</a>							<a href="#">MCRD004</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
5	Combo	0CD27	<a href="#">M0026304P0003</a>							<a href="#">MCRD004</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
6	Combo	0CD27	<a href="#">M0026304P0005</a>		<a href="#">MCRD005</a>		Hold			<a href="#">MCRD005</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
7	Receiving Report	0CD27	<a href="#">M0026304P0006</a>		<a href="#">MCRD006</a>		Submitted								\$25,000.00	<a href="#">V</a>
8	Combo	0CD27	<a href="#">M0026304P0007</a>		<a href="#">MCRD001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">MCRD001</a>	2003-12-10	Processed			\$25,000.00	<a href="#">V</a>
9	Invoice 2in1	0CD27	<a href="#">M0026304P0123</a>		<a href="#">0312001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">0312001</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$355.00	<a href="#">V</a>
10	Invoice 2in1	0CD27	<a href="#">M0026304P0123</a>		<a href="#">MMM333</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">MMM333</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$2,500.00	<a href="#">V</a>
11	Combo	0CD27	<a href="#">M0026304P0123</a>		<a href="#">MCRD001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">ABC123</a>	2003-12-10	Processed			\$1,800.00	<a href="#">V</a>
12	Invoice 2in1	0CD27	<a href="#">M0026304P0555</a>		<a href="#">DEF132</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">DEF132</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$150.00	<a href="#">V</a>
13	Invoice 2in1	0CD27	<a href="#">M0026304P2929</a>		<a href="#">1210030001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">1210030001</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$317,489.22	<a href="#">V</a>

First Next Previous Last

Return Page Help

# Description of Columns

Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	Vouch
1	Invoice 2in1	0CD27	<a href="#">M0026304D0011</a>	0001	<a href="#">1103</a>	2003-12-09	Processed			<a href="#">1103</a>	2003-12-09	Processed			\$12,655.00	<a href="#">V</a>
2	Combo	0CD27	<a href="#">M0026304P0001</a>		<a href="#">MCRD001</a>	2003-12-10	Processed			<a href="#">MCRD001</a>	2003-12-08	Processed			\$25,000.00	<a href="#">V</a>

criteria

Number of documents meeting search

Type of WAWF Document

Vendor CAGE Code (Sort able Field)

Contract Number (Sort able)

Delivery Order Number (If Applicable)

Shipment Number

Acceptance Date

Status

Recall Receiving Report

Void Receiving Report

Invoice Number

Date Invoice Received

Invoice Status (Determined by DFAs except for Services

Invoice Recall Indicator (Vendor)

Invoice Void Indicator (Vendor)

Invoice/Receiving Report Amount

Payment Voucher Info

# Document Status

- Submitted – Pending Government Acceptance. Upon acceptance will change to Processed.
- Processed – Already accepted by the Government.
- Rejected – Rejected by the Government. Review the rejecter's comments on the **Misc. Info** tab of the document.
- Void – Voided by the Initiator (creator).
- Hold – On hold by the Government pending verification or receipt of shipment.

# Recall a Document

- A Document may only be recalled by the Initiator.
- Recall a Document to update/correct prior to Government processing.
- A Document may be recalled if:
  - Not “**Processed**” by the Government.
  - In the case of a **Combo**, can only be recalled if both the **Shipment** and **Invoice** show the status of **Submitted**.

# Recall a Document

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

Address: <https://wawftraining.eb.mil/>

## Wide Area Workflow

### Vendor History By DoDAAC Folder for CAGE CODE '0CD27' (13 items, sorted by Contract Number)

Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	Vouch
1	Invoice 2in1	0CD27	<a href="#">M0026304D0011</a>	000			9 Processed			<a href="#">1103</a>	2003-12-09	Processed			\$12,655.00	<a href="#">V</a>
2	Combo	0CD27	<a href="#">M0026304P0001</a>				0 Processed			<a href="#">MCRD001</a>	2003-12-08	Processed			\$25,000.00	<a href="#">V</a>
3	Combo	0CD27	<a href="#">M0026304P0002</a>				Rejected		<a href="#">V</a>	<a href="#">MCRD002</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
4	Combo	0CD27	<a href="#">M0026304P0003</a>							<a href="#">MCRD004</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
5	Combo	0CD27	<a href="#">M0026304P0003</a>							<a href="#">MCRD004</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
6	Combo	0CD27	<a href="#">M0026304P0005</a>		<a href="#">MCRD005</a>		Hold			<a href="#">MCRD005</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
7	Receiving Report	0CD27	<a href="#">M0026304P0006</a>		<a href="#">MCRD006</a>		Submitted								\$25,000.00	<a href="#">V</a>
8	Combo	0CD27	<a href="#">M0026304P0007</a>		<a href="#">MCRD001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">MCRD001</a>	2003-12-10	Processed			\$25,000.00	<a href="#">V</a>
9	Invoice 2in1	0CD27	<a href="#">M0026304P0123</a>		<a href="#">0312001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">0312001</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$355.00	<a href="#">V</a>
10	Invoice 2in1	0CD27	<a href="#">M0026304P0123</a>		<a href="#">MMM333</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">MMM333</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$2,500.00	<a href="#">V</a>
11	Combo	0CD27	<a href="#">M0026304P0123</a>		<a href="#">MCRD001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">ABC123</a>	2003-12-10	Processed			\$1,800.00	<a href="#">V</a>
12	Invoice 2in1	0CD27	<a href="#">M0026304P0555</a>		<a href="#">DEF132</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">DEF132</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$150.00	<a href="#">V</a>
13	Invoice 2in1	0CD27	<a href="#">M0026304P2929</a>		<a href="#">1210030001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">1210030001</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$317,489.22	<a href="#">V</a>

Click the "R"

First Next Previous Last

Return Page Help

Internet

# Document will open allowing updating of **Most** data

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W M

Address <https://wawftraining.eb.mil/> Go Links >>

## Wide Area Workflow

"Gross Shipping Wt. \_\_\_\_\_ State weight in pounds only."

Header Addresses Mark For Comments Line Item

### Data Capture - Receiving Report

\* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	
M0026304P0007		2003/11/01	D	D	<input checked="" type="radio"/> Supplies <input type="radio"/> Services

Shipment No.	Shipment Date	Estim.	Final Shipment?	Invoice No.	Invoice Date	Final Invoice?
MCRD001	2003/12/10	<input type="text"/>	<input type="text" value="N"/>	MCRD001	2003/12/10	<input type="text" value="N"/>

Government B/L Number	TCN	Gross Weight	FOB
<input type="text"/>	<input type="text"/>	<input type="text" value="Gross Weight"/>	<input type="text"/>

First Line Haul Mode

Document Total: \$25,000.00

Create Document Return Page Help

<https://wawftraining.eb.mil/servlet/DocumentTabs#> Internet

# Once corrected, the document must be **Created** and **Submitted**

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://wawftraining.eb.mil/>

Wide Area Workflow

"Gross Shipping Wt. \_\_\_\_\_ State weight in pounds only."

Header Addresses Mark For Comments Line Item

### Data Capture - Receiving Report

\* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point
M0026304P0007		2003/11/01	D	D

☒ Supplies ☐ Service

Shipment No.	Shipment Date	Estim.	Final Shipment?	Invoice No.	Invoice Date	Final Invoice?
MCRD001	2003/12/10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MCRD001	2003/12/10	<input checked="" type="checkbox"/>

Government B/L Number	TCN	Gross Weight	FOB

Gross Weight

First Line Haul Mode

**Create Document** Return Page Help

<https://wawftraining.eb.mil/servlet/DocumentTabs#>

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://wawftraining.eb.mil/>

Wide Area Workflow

Summary of Detail Level Information

	Total
1 CLIN/SLIN(s)	\$25,000.00
	\$25,000.00

Invoice Number	Invoice Date	Final Invoice
MCRD001	2003/12/10	N

Routing Information:

Prime Contractor	Administered By
Cage Code: 0CD27 Extension:	DoDAAC: M00264
Name: FBS COMMUNICATIONS, L.P.	Name: TRAFFIC MANAGEMENT OFFICER
Ship To	Payment Official
Code: M00264 Extension:	DoDAAC: M67443
Name: TRAFFIC MANAGEMENT OFFICER	Name: DEFENSE FIN ACCT SERV-KC CNTR
Issue By	
DoDAAC: M00264	
Name: TRAFFIC MANAGEMENT OFFICER	

**Submit** Return Print Page Help

# Voiding a Document

- Void a Document if:
  - The incorrect data is in a field that cannot be corrected (e.g. Contract Number, Inspection/Acceptance Point, etc)
  - The Document was submitted in error.
- In the case of a **Combo**, voiding a “Submitted” Shipment will also void the associated Invoice.

# To Void a Document

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

Address: <https://wawftraining.eb.mil/>

## Wide Area Workflow

### Vendor History By DoDAAC Folder for CAGE CODE '0CD27' (13 items, sorted by Contract Number)

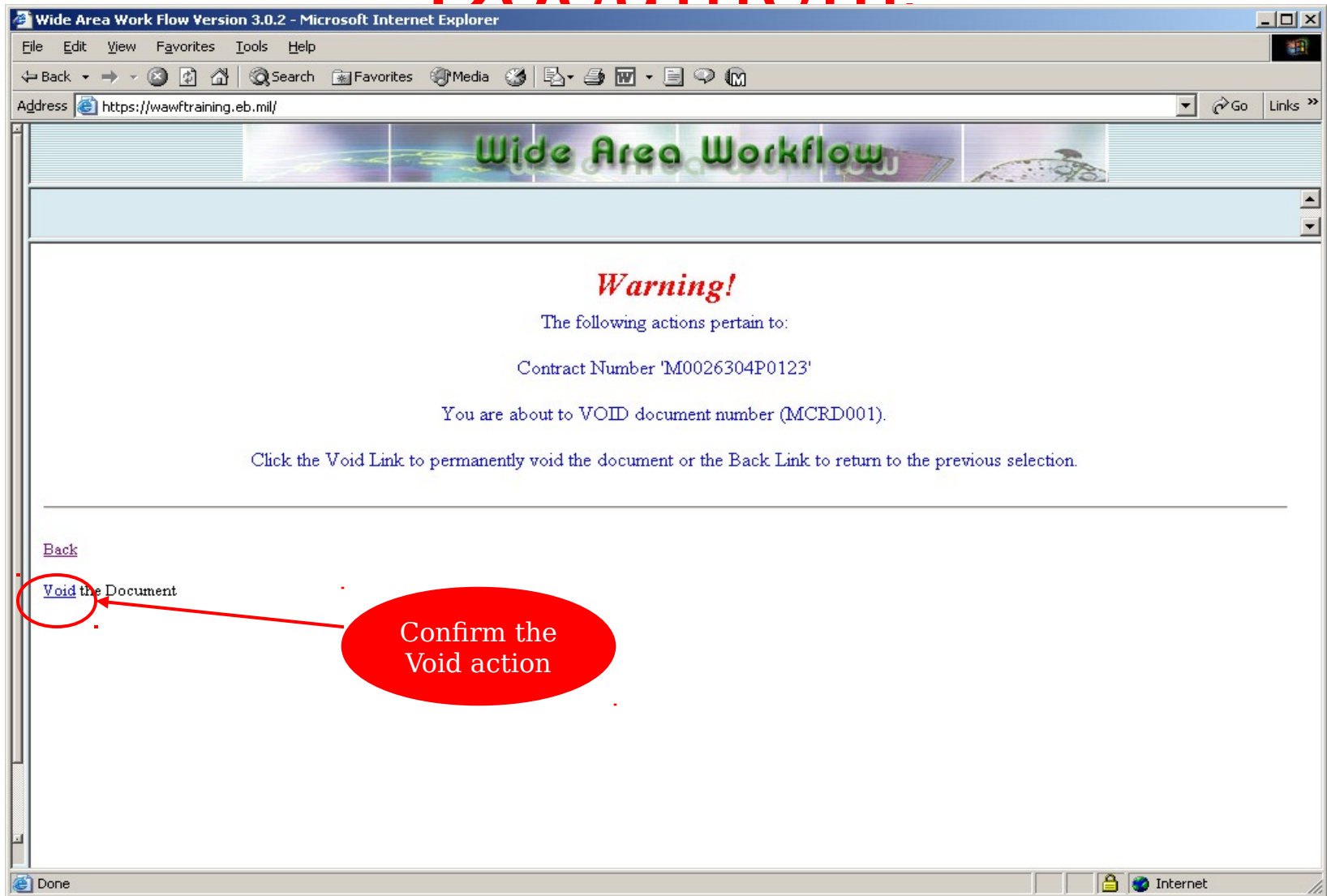
Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	Vouch
1	Invoice 2in1	0CD27	<a href="#">M0026304D0011</a>				09 Processed			<a href="#">1103</a>	2003-12-09	Processed			\$12,655.00	<a href="#">V</a>
2	Combo	0CD27	<a href="#">M0026304P0001</a>				10 Processed			<a href="#">MCRD001</a>	2003-12-08	Processed			\$25,000.00	<a href="#">V</a>
3	Combo	0CD27	<a href="#">M0026304P0002</a>				Rejected		<a href="#">V</a>	<a href="#">MCRD002</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
4	Combo	0CD27	<a href="#">M0026304P0003</a>							<a href="#">MCRD004</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
5	Combo	0CD27	<a href="#">M0026304P0003</a>							<a href="#">MCRD004</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
6	Combo	0CD27	<a href="#">M0026304P0005</a>		<a href="#">MCRD005</a>		Hold			<a href="#">MCRD005</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
7	Receiving Report	0CD27	<a href="#">M0026304P0006</a>		<a href="#">MCRD006</a>		Submitted								\$25,000.00	<a href="#">V</a>
8	Combo	0CD27	<a href="#">M0026304P0007</a>		<a href="#">MCRD001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">MCRD001</a>	2003-12-10	Processed			\$25,000.00	<a href="#">V</a>
9	Invoice 2in1	0CD27	<a href="#">M0026304P0123</a>		<a href="#">0312001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">0312001</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$355.00	<a href="#">V</a>
10	Invoice 2in1	0CD27	<a href="#">M0026304P0123</a>		<a href="#">MMM333</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">MMM333</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$2,500.00	<a href="#">V</a>
11	Combo	0CD27	<a href="#">M0026304P0123</a>		<a href="#">MCRD001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">ABC123</a>	2003-12-10	Processed			\$1,800.00	<a href="#">V</a>
12	Invoice 2in1	0CD27	<a href="#">M0026304P0555</a>		<a href="#">DEF132</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">DEF132</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$150.00	<a href="#">V</a>
13	Invoice 2in1	0CD27	<a href="#">M0026304P2929</a>		<a href="#">1210030001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">1210030001</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$317,489.22	<a href="#">V</a>

Click the "V"

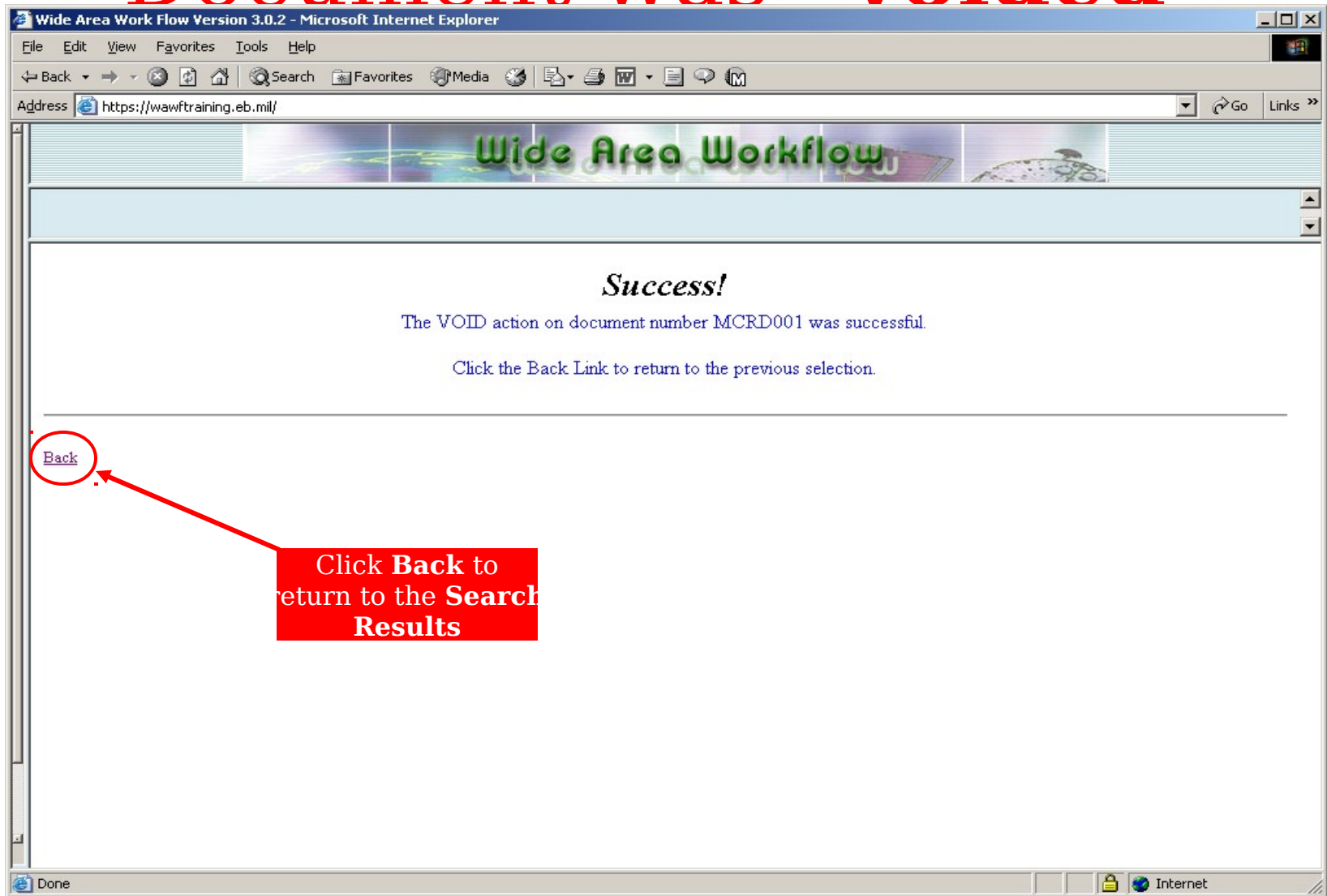
First Next Previous Last

Return Page Help

# Confirm Voiding a Document



# Receive confirmation the Document was “Voided”



# View "Void" status update

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

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Wide Area Workflow

**Vendor History By DoDAAC Folder for CAGE CODE '0CD27' (14 items, sorted by Contract Number)**

Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	Vouch
1	Invoice 2in1	0CD27	<a href="#">M0026304D0011</a>	0001	<a href="#">1103</a>	2003-12-09	Processed			<a href="#">1103</a>	2003-12-09	Processed			\$12,655.00	<a href="#">V</a>
2	Combo	0CD27	<a href="#">M0026304P0001</a>		<a href="#">MCRD001</a>	2003-12-10	Processed			<a href="#">MCRD001</a>	2003-12-08	Processed			\$25,000.00	<a href="#">V</a>
3	Combo	0CD27	<a href="#">M0026304P0002</a>		<a href="#">MCRD002</a>		Rejected		<a href="#">V</a>	<a href="#">MCRD002</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
4	Combo	0CD27	<a href="#">M0026304P0003</a>							<a href="#">MCRD004</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
5	Combo	0CD27	<a href="#">M0026304P0003</a>							<a href="#">MCRD004</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
6	Combo	0CD27	<a href="#">M0026304P0005</a>		<a href="#">MCRD005</a>		Hold			<a href="#">MCRD005</a>	2003-12-09	Processed			\$25,000.00	<a href="#">V</a>
7	Receiving Report	0CD27	<a href="#">M0026304P0006</a>		<a href="#">MCRD006</a>		Submitted								\$25,000.00	<a href="#">V</a>
8	Combo	0CD27	<a href="#">M0026304P0007</a>		<a href="#">MCRD001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">MCRD001</a>	2003-12-10	Processed			\$25,000.00	<a href="#">V</a>
9	Invoice 2in1	0CD27	<a href="#">M0026304P0123</a>		<a href="#">0312001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">0312001</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$355.00	<a href="#">V</a>
10	Invoice 2in1	0CD27	<a href="#">M0026304P0123</a>		<a href="#">MMM333</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">MMM333</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$2,500.00	<a href="#">V</a>
11	Combo	0CD27	<a href="#">M0026304P0123</a>							<a href="#">ABC123</a>	2003-12-10	Processed			\$1,800.00	<a href="#">V</a>
12	Combo	0CD27	<a href="#">M0026304P0123</a>		<a href="#">MCRD001</a>		Void								\$1,800.00	<a href="#">V</a>
13	Invoice 2in1	0CD27	<a href="#">M0026304P0555</a>		<a href="#">DEF132</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">DEF132</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$150.00	<a href="#">V</a>
14	Invoice 2in1	0CD27	<a href="#">M0026304P2929</a>		<a href="#">1210030001</a>		Submitted	<a href="#">R</a>	<a href="#">V</a>	<a href="#">1210030001</a>	2003-12-10	Submitted	<a href="#">R</a>	<a href="#">V</a>	\$317,489.22	<a href="#">V</a>

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Wide Area Workflow

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The Invoice and Destination Inspection and Acceptance Receiving Report has been submitted successfully.  
The Invoice has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
M0026304P0001		MCRD001	MCRD001

Email sent to Acceptor: wawf\_undel@ecedi.nit.disa.mil  
Email sent to Vendor: wawf\_undel@ecedi.nit.disa.mil  
Email sent to Receiver: wawf\_undel@ecedi.nit.disa.mil  
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